

Minutes of the South Summit School District Board of Education Meeting held on **January 14, 2016**, beginning at 5:30 p.m. in the Board Room at 285 East 400 South, Kamas, UT.

Present: Mr. Craig Hicken, President; Mrs. Suni Woolstenhulme, Vice President; Mr. Jim Snyder, Mr. Steve Hardman, Mrs. Debra Blazzard, Superintendent Shad Sorenson, Mr. Kip Bigelow, Business Administrator

Guests: Lucinda Josie, Carolyn Simkins, Val Boyce

1. President Hicken called the Work Session to order at 5:30 p.m.
2. President Hicken informed the Board that the evening's guest, Jill Landes-Lee, U of U Secondary 7-12 Dual Language Immersion Bridge Director, cancelled her information presentation on the Secondary Dual Immersion Curriculum due to illness.
3. Therefore, the actual Work Session was cancelled and the Board commenced the Board Meeting beginning with Personnel issues.
4. Motion by Mr. Hardman to go into Closed Session at 5:35p.m. to discuss Personnel issues.
Seconded by Mr. Snyder.
Yeas: Mr. Hicken, Mrs. Woolstenhulme, Mr. Snyder, Mr. Hardman and Mrs. Blazzard.
Nays: None
5. The Board reconvened from Closed Session at 5:45 p.m.
6. President Hicken welcomed everyone to the Board Meeting and due to the time, stated that the Board would begin with the Business Administration Items.
7. Business Administration Items:

- a. USBA School Finance: Mr. Bigelow presented the Board with a copy of the USBA tax rankings of all the districts. It depicted where SSSD falls in those areas; student assessment; etc. The Board can review it in more detail later.
- b. Master Plan: Mr. Bigelow explained that 5 companies responded to the RFP. Of which, 2 stood out. Not only in assessing cost, after the rankings were completed, the same 2 companies stood out. Mr. Bigelow recommended that the Board interview 2-3 of the following companies:

- Sandstrom Architecture
- JZW Architects
- VCBO Architecture
- Naylor, Wentworth & Lund Architects
- Epic Engineering

The Board will hold a Special Session on January 20, 2016 at 8:30 a.m. to interview, in 1-hour increments, the top 3 companies:

- Naylor, Wentworth & Lund Architects
- Sandstrom Architecture
- VCBO Architecture

8. Superintendent Items:

- a. Wrestling Team: Posted inappropriate photo on social media. Superintendent Sorenson stated that it was being addressed. Principal Woolstenhulme has dealt with the coaching staff and Mr. Greiner has dealt with the athletes. Coaches and athletes have personally apologized.
- b. District Professional Development (1/15/16 - 8:00 a.m. at SSMS): Focusing on Standards Based Learning and Grading. The PLC Committee anticipates a

4-year implementation for SSSD to be in line with SBG&L.

- c. Alpine School District Partnership: ASD is partnering with SSSD. Their experienced educators will work with ours regarding best practices and opportunities for improvement – starting with the 4th grade this month.
 - d. Opportunities 2016: A revised “Parent Night” on March 1, 2016. John Bytheway is the Keynote Speaker and fantastic Breakout Sessions are planned for the evening. It is anticipated that this will be an annual event.
9. President Hicken explained to the guests that the Board started the meeting with the Business Administration Items and Superintendent Items and the regular Board Meeting would begin now.
10. Invocation was given by Superintendent Sorenson.
11. Pledge of Allegiance was led by President Hicken.
12. Student Spotlight: None
13. Public Comment: None
14. The Board reviewed the Consent Calendar.
15. Motion by Mrs. Blazzard to approve the Consent Calendar which included the following:
- a. Minutes of the December 9, 2015, Work Session
 - b. Minutes of the December 9, 2015 Board Meeting
 - c. December 2015 Check Summary
 - d. December 2015 Revenue Report
 - e. December 2015 Expenditure Report
 - f. New Hires:
 - SSAFC Hires
Breann Simmons - Lifeguard
 - Volunteers:
Christine Brown – SSMS/Mock Trial
 - Other Hires
Garry Walker – Substitute Bus Driver
 - Travel Requests
Cindy Butterfield, Tracie Lassche, Sue Winterton, Tressa Stevens – PLC Conference
 - Home School Certificates
Hailey Holm
Eden and Jade Thomas
16. Seconded by Mr. Hardman
Yeas: Mr. Hicken, Mrs. Woolstenhulme, Mr. Snyder, Mr. Hardman, Mrs. Blazzard
Nays: None
17. Information/Reports Item:
- Hiring and Orientation Process for New Employees: Lucinda Josie, HR Generalist reported on the progress of the District’s new process for employee hiring and orientation.
- a. Interviews must all be the same
 - i. Interview Committee – (Diverse Group) Signs Confidentiality Form
 1. Working on Safe Hire Training

- ii. Interview Questions – List of uniform questions
- iii. Score Sheets
- iv. Reference Checks

b. New Hire Process

- a. Employee Portal to access information.
- b. Receive Memorandum of Understanding
- c. Substitutes
 - i. \$8/hr
 - ii. \$10.83/hr if obtain Step I online training.
 - iii. \$29.95 is held from first paycheck to pay for online training.
- d. Volunteers
 - i. Receive Volunteer Handbook
 - ii. Must comply with Code of Conduct, complete Volunteer Application, Finger Printing and Background checks.

18. Agenda Items:

5010 Salaries Policy. The Board reviewed a second reading of the proposed revisions to Policy 5010 – Salaries Policy in regards to advancement on salary schedule for earned USOE credits. Superintendent Sorenson reiterated that the first reading allowed for two changes in the policy

- a. Section 4 Proposed language changes approved with the exception of: *“The superintendent and business administrator may approve exceptions to this rule up to 15 years, exceptions more than 15 years of experience must be approved by the Board of Education.”* The exception will be made up to 9 years *not* 15 years. The Board is open to attending Special Sessions during the spring/summer to approve any new hire exceptions over 9 year
- b. Section 5 – Proposed language changes approved to accept USOE Credit towards lane change.
 - a. Survey to go out to determine how many teachers could benefit from using USOE credit.
 - b. Budget will be minimally impacted by the usage of USOE Credit.
 - c. USOE Credit to be accepted from this date forward from the policy the Board passes. Any exceptions for current employees will be brought to the Board for consideration.

19. Motion by Mr. Snyder to approve Policy 5010 for it’s second and final reading.

Seconded by Mr. Hardman

Yeas: Mr. Hicken, Mrs. Woolstenhulme, Mr. Snyder, Mr. Hardman, Mrs. Blazzard

Nays: None

20. RFP-Compensation & Benefits Study. Mr. Bigelow presented the Board with the two companies that responded to the RFP. The focus was that SSSD be “internally equitable an externally competitive.”

- a. Ever Green (from the East Coast) - \$38,000
- b. First West (from Orem, UT) - \$10,800

21. Motion by Mr. Hicken to approve First West to complete the Compensation & Benefits Study.

Seconded by Mr. Snyder

Yeas: Mr. Hicken, Mrs. Woolstenhulme, Mr. Snyder, Mr. Hardman, Mrs. Blazzard

Nays: None

22. Oakley Property Lease: Mr. Bigelow informed the Board that the lease on the Oakley property is expiring on March 31, 2016 and requires Board approval to be bid out for another 3-year lease. The Lease Agreement contains a clause that if the property becomes necessary for use in the Master Plan, then the lease will be terminated.

23. Motion by Mr. Hardman to approve an open bid for the Oakley property that the SSSD

owns.

Seconded by Mrs. Blazzard

Yeas: Mr. Hicken, Mrs. Woolstenhulme, Mr. Snyder, Mr. Hardman, Mrs. Blazzard

Nays: None

24. Elementary School Trust Lands Amendment. Superintendent Sorenson presented the Board with an agenda item that was submitted today. The Elementary School Site Committee met last night regarding an amendment to their Trust Lands Plan. However, due to it not being published in a timely manner prior to the Board Meeting, the Board will address it during the Special Session on January 20, 2016.

25. Board Members Items:

Mrs. Blazzard had the following items to report:

- a. Mrs. Blazzard expressed her concern over the lack of a High School drop-off zone. Mr. Bigelow stated that it is one of the items to be addressed in the Master Plan Consultation.
- b. Mrs. Blazzard attended the UVU/MATC K-16 and USBA State Conferences. Mr. Hicken stated that conferences would be discussed at the March 2016 Board Meeting.

26. Mr. Hardman had the following items to report:

- a. Last month Mr. Hardman suggested that Bill and Carol Thomas be nominated as "Sports Fans of the Year" and wanted to know the status. Superintendent Sorenson stated that SSHS is handling that and he would follow-up with Mr. Greiner.
- b. Mr. Hardman suggested that archery be included at the Rec Center. The competitions, meets and leagues would create revenue and is another way for students to get involved. The gym with the rubber floor is ideal and special hanging sheets stop the arrows. It could be year-round – especially during the winter.

27. Mr. Snyder had the following items to report:

- a. Mr. Snyder has attended the after-hours football and basketball games and stated that Principal Woolstenhulme and Mr. Greiner are doing an excellent job.
- b. Jeremy Fierro with Wild Cats TV and his announcers are doing a great job. They project good sportsmanship in complimenting the other teams for good play.

28. Mrs. Woolstenhulme had several items to report:

- a. Mrs. Woolstenhulme served the Marie Callender's holiday pie at SSES; it was fun to wish them a Merry Christmas. Hopefully, the teachers liked it.
- b. Mrs. Woolstenhulme attended the Martin Luther King 3rd grade performance and it was enjoyable. Compliments to the teachers, the students did a great job.

29. Mr. Hicken reported that he has received emails from parents and administrators providing positive feedback and commending Board Members. He also finds it encouraging that the public emails him with questions and is glad that they feel comfortable and confident in contacting the Board with questions.

30. Mr. Hicken expressed his appreciation to the Board for all their hard work.

31. Motion by Mrs. Blazzard to adjourn at 6:52 p.m.

Seconded by Mr. Hardman

Yeas: Mr. Hicken, Mrs. Woolstenhulme, Mr. Snyder, Mr. Hardman, Mrs. Blazzard

Nays: None


Business Administrator


Board President